

MEMORANDUM FOR: Chief, Liaison Division, OGR  
SUBJECT : Reports Responsive to Collection Requirements  
REFERENCE : Memo Concerning Subject, dated 23 November

1. The procedure proposed by the Liaison Division for the dissemination of reports responsive to collection requirements is acceptable to the Document Division. For the time being, seventeen copies of the Master RD List are required. Any notifications of RDs received between issues of the Master RD List are desired in the same number of copies.
2. Wherever possible Document Division will furnish Liaison Division a retention copy of reports responsive to collection requirements. Such copies will be marked "LD" in the upper right hand corner.
3. When Liaison Division cannot be furnished a retention copy, the copy (or copies) routed through LD will have attached a "Routed Copy" card which serves as a buckslip and should be initialled by each office en routing. Copies marked for OCI after LD should be placed in the OCI Direct Boxes in Analysis Branch; those to be sent to other offices should be dispatched through the Processing Branch. Several "Routed Copy" cards are furnished herewith as illustrations.
4. The proposed procedure will be implemented as soon as the Master RD Lists are furnished. Meanwhile Document Division will continue to keep LD informed by furnishing copies of responsive reports to LD, or hand-carrying such reports to LD desks concerned for appropriate recording.

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5. There will be no change in processing cables or Teletyped Information Reports (TDCS and TDCHB series) that are responsive to RDs or CDs except that the Master RD List will be used. Cable Counter will continue the following routine:

- a. For cables responsive to RDs or CDs -- one copy will be furnished to LD and one to requester office.
- b. For TDCS and TDCHB reports responsive to RDs or CDs -- one copy (or as many copies as there are RD references) will be furnished to LD; one copy will be furnished to requester office except for SCI which office is receiving these reports direct from Cable Secretariat.

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Acting Chief, Document Division

Attachment as indicated in paragraph three.